



NATIONAL BOARD FOR  
CERTIFIED COUNSELORS®

# ARKANSAS

## LICENSURE EXAMINATION REGISTRATION

National Counselor Examination for Licensure and Certification (NCE®)  
National Clinical Mental Health Counseling Examination (NCMHCE®)

Last name:

First name:  MI  Soc. Sec. #:  -  -

Address:

City:  State

Zip Code:  -

Home  -  -  Business:  -  -

EMAIL:

Male: ☐ Female: ☐ Date of Birth:  /  /  (MM/DD/YY)

Ethnic Origin: ☐ ☐ ☐ ☐ ☐ ☐ ☐

African American Native American Asian Caucasian Hispanic Multi-Cultural Other

Check One: NCE ☐ NCMHCE ☐

**\*\*If a registration form is submitted to NBCC and the candidate is not approved by the Arkansas Board, the fee is non-refundable. \*\***

### ABOUT REGISTRATION

- The cost to register is **\$145 for the NCE or NCMHCE**. This examination fee is non-refundable/non-transferable.
- Registration is required.
- You will be notified of the scheduling process by email and postcard once your examination registration is processed. **Candidates must schedule an examination within 6 months of notification.**
- Special accommodation requests** need to be sent to the Arkansas Board of Examiners in Counseling for pre-approval.

### FOR REGISTRATION, SEND OR FAX

- Your completed registration form with signature.
- Your \$145 examination fee (please make check or money order payable to NBCC).
- ALL OF THE ABOVE MUST BE RECEIVED AND YOU MUST BE APPROVED BY THE ARKANSAS BOARD BEFORE YOU WILL BE ALLOWED TO SCHEDULE AN EXAM DATE.**

### SEND YOUR REGISTRATION MATERIALS TO:

NBCC Examination Dept.  
PO Box 7407  
Greensboro, NC 27417-0407

OR FAX WITH CREDIT CARD PAYMENT TO: 336-547-0017

**TESTING QUESTIONS?** Tel: 336-547-0607; Fax: 336-547-0017; E-mail: [nbcc@nbcc.org](mailto:nbcc@nbcc.org); Web site: [www.nbcc.org/stateboardmap](http://www.nbcc.org/stateboardmap)

Have you previously taken the NCE or NCMHCE? Yes ☐ No ☐

If yes, on which date(s)?  /  /   /  /   /  /

Month Day Yea Month Day Year

Master's Degree Granting Institution:

*I understand and agree to the following: that I am taking the NCE or NCMHCE as part of the Arkansas state licensing requirements; and approval to take the NCE or NCMHCE or the receipt of a passing score does not demonstrate that Arkansas state licensure or NBCC certification requirements have been satisfied. I authorize NBCC to provide the Arkansas Board of Examiners in Counseling with examination results. Use of the NCE or NCMHCE scores for licensure in other states may not occur until licensure is granted in Arkansas. By signing this document, I hereby certify that the information and materials provided in this application are true, accurate, and complete to the best of my knowledge and belief. I agree to abide by all NBCC policies, procedures, and agreements concerning the NCE and NCMHCE examinations.*

Signature:  Date:

### CHARGE ORDER FORM - DO NOT DETACH

Credit card type: VISA ☐ Mastercard ☐ American Express ☐

Account number:  Exp. date:  /

Name on card:  Amt. charged: \$

Signature:  Date:

**National Counselor Examination (NCE)  
National Clinical Mental Health Counseling Examination (NCMHCE)  
State Specific Insert  
For Arkansas Licensure Candidates**

**\*\*This is a supplement to the NCE/NCMHCE Combo Candidate Handbook. You can download the handbook from the NBCC Web site at [www.nbcc.org/stateboardmap](http://www.nbcc.org/stateboardmap).\*\***

**CONTACT INFORMATION**

All questions and requests for information about Arkansas licensure should be directed to:

Arkansas Board of Examiners in Counseling  
PO Box 70  
Magnolia, AR 71754-0070  
Phone: 870-901-7055  
Fax: 870-234-1842  
Web site: [www.state.ar.us/abec](http://www.state.ar.us/abec)

All questions and requests for information about the Arkansas licensure examination program should be directed to:

NBCC Examination Dept.  
3 Terrace Way  
Greensboro, NC 27403  
Phone: 336-547-0607  
Fax: 336-547-0017  
Web site: [www.nbcc.org/stateboardmap](http://www.nbcc.org/stateboardmap)

**ELIGIBILITY REQUIREMENTS**

Candidates must receive approval from the Arkansas Board of Examiners in Counseling before testing. Once approved, candidates will receive a Licensure Examination Registration Form from the Arkansas Board. The Registration Form should be completed and sent by U.S. postal mail or fax to NBCC with the examination fee (\$145). **If a registration form is submitted to NBCC and the candidate is not approved by the Arkansas Board, the fee is non-refundable.**

**REGISTRATION DEADLINES**

Registration forms must be received by the NBCC Examination Dept. in time to process before a testing period. Allow approximately 1-2 weeks processing time once received at NBCC. The fees are good for 6 months. Candidates can submit registration materials described above at anytime after being approved by the Arkansas Board but be aware that space is limited.

**TESTING SCHEDULE**

Testing is the first full week of each month, Monday thru Saturday at 9:00am and 1:30pm, with four hours allowed for the exam. However, only certain sites offer Saturday testing; candidates should contact AMP for particular locations and dates. Candidates are scheduled on a first-come, first-served basis. Two testing locations are in Arkansas; however, a candidate may test at any of the over 150 AMP assessment centers across the U.S. The two sites in Arkansas are Fayetteville and Little Rock.

**Examination schedule for 2008:**

❖ January '08	01/07 – 01/12
❖ February '08	02/04 – 02/09
❖ March '08	03/03 – 03/08
❖ April '08	03/31 – 04/05
❖ May '08	05/05 – 05/10
❖ June '08	06/09 – 06/14
❖ July '08	07/07 – 07/12
❖ August '08	08/04 – 08/09
❖ September '08	09/08 – 09/13
❖ October '08	10/06 – 10/11
❖ November '08	11/03 – 11/08
❖ December '08	12/01 – 12/06

**After the candidate receives confirmation from NBCC**, the desired exam date should be scheduled by the candidate through AMP's Web site or by calling AMP's toll-free customer service line.

AMP Phone number: 888-519-9901  
AMP Web site: [www.goAMP.com](http://www.goAMP.com)

**RE-REGISTRATION**

Candidates who fail the exam must wait at least 3 months from their test date before they can retest. The actual retest date will depend on the monthly testing schedule and site availability. Candidates will need to send a new registration form and examination fee (\$145).

Candidates who fail twice must wait two years and apply as a new applicant meeting any requirements in place the date the new application is received by the Arkansas Board. Candidates should contact the Arkansas Board for reapplication requests.

**SPECIAL ACCOMMODATIONS**

Candidates who need special accommodations should contact the Arkansas Board for approval. NBCC must receive approval confirmation from the Arkansas Board before notifying AMP of the accommodations. Special accommodation approvals are good for one year. After one year, candidates will need to contact the Arkansas Board for another approval. Candidates testing with approved special accommodations should schedule their test via the toll-free number to ensure their accommodations are confirmed.

**AFTER PASSING THE EXAM**

Once a candidate has successfully passed the NCE or NCMHCE, the candidate must contact the Arkansas Board of Examiners in Counseling for further information. All questions about the Arkansas licensure process should be addressed to the Arkansas Board office.